

**Town of Hilton Head Island**  
**RFQ 2018-0014**  
**STORM WATER INVENTORY AND MODELING**

April 2018

The Town of Hilton Head Island (Town) is soliciting responses from qualified Civil Engineering firms to provide engineering services for the inventory, modeling, and master planning of storm water infrastructure on Hilton Head Island.

Sealed responses are due no later than **4:00 PM, May 14, 2018**. The response should be hand carried or delivered by traceable means to the following address: Please ensure you provide a minimum of three bound hard copies and a digital (PDF) file on a CD.

**Storm Water Inventory and Modeling**

**RFQ 2018-0014**

Town of Hilton Head Island  
Department of Public Projects and Facilities  
Engineering Division  
Attn: Jeffrey K. Netzinger, P.E.,  
Assistant Town Engineer/Storm Water Manager  
One Town Center Court  
Hilton Head Island, South Carolina 29928

All responses will be reviewed and evaluated by a selection committee consisting of Town staff. If warranted, additional information may be requested by the Town. Inquiries concerning this request for qualifications may be made to Jeff Netzinger at [jeffn@hiltonheadislandsc.gov](mailto:jeffn@hiltonheadislandsc.gov) or 843-341-4775.

**Project Background**

In 1995, the island's primary storm water systems were inventoried and modeled. The resultant Island Wide Drainage Study was used to plan for capital improvements to the storm water infrastructure. The major capital improvement projects identified by that study have all been completed. The inventory from this study was taken from the spreadsheet / ACAD format and put into the Town's GIS by Town staff. The modeling from that study was performed with ICPR. Only hydrologic and hydraulic modeling was done; there was no water quality component to the study.

In 2006 and 2017, Beaufort County conducted storm water master planning efforts, but the work on Hilton Head Island was very limited in scope and done on a macro scale. The Town has collected inventory data on the most of the island's primary storm water system and conducted modeling efforts in several of the major watersheds.

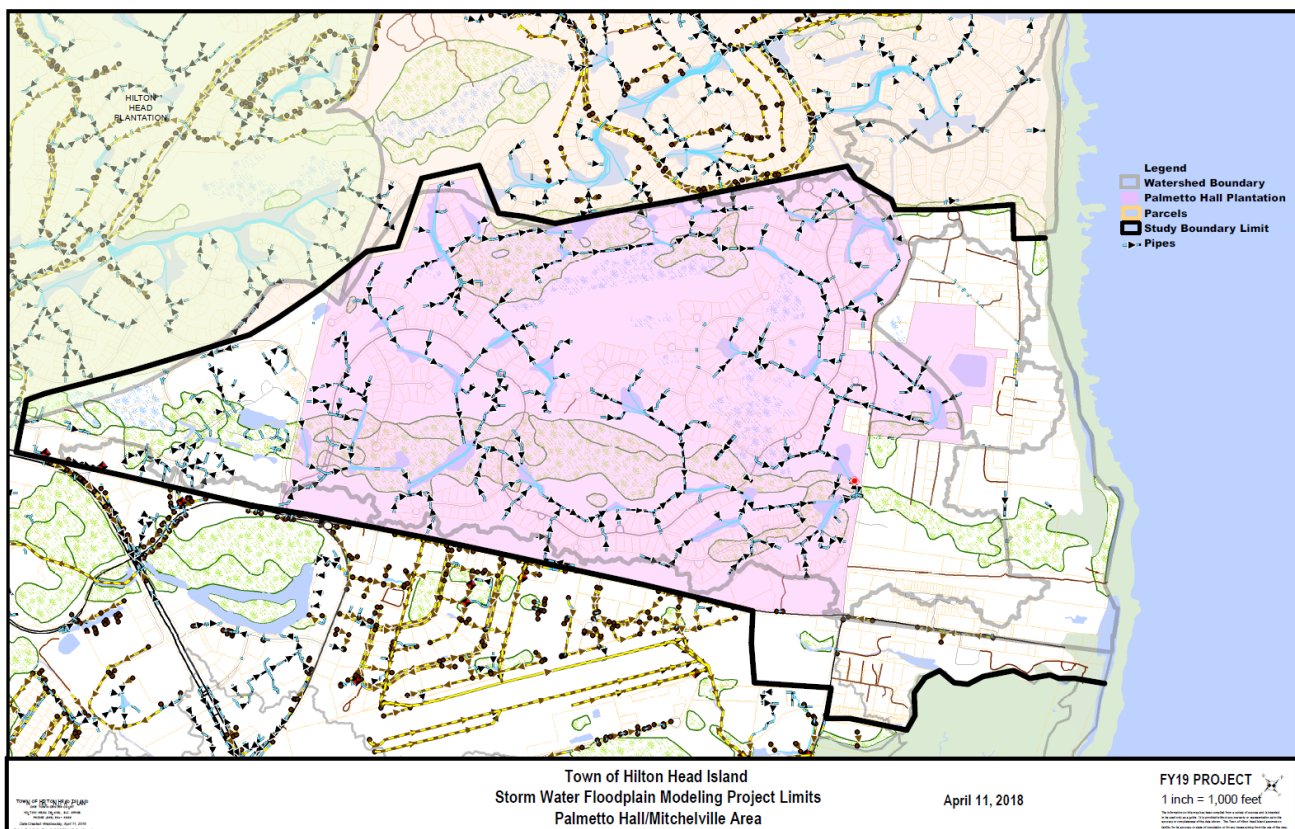
The Town has been collecting water quality data from 16 key watershed outfall locations since 1999. These are on the smaller, inland creeks and drainage ways. The sampling program was once done monthly, and is now done quarterly with some event-based sampling. Nine water quality parameters are recorded from each sample. These parameters are DO (dissolved oxygen), turbidity, nitrates, fecal coliform, salinity, ammonia, total phosphorous, and TKN (total kjeldahl nitrogen). The Town desires to develop water quality models for these watersheds.

A pilot study was conducted to develop an updated inventory, models, and a master plan for a single watershed. Since then, Town staff has refined the inventory data structure and added the Port Royal Plantation, Hilton Head Plantation, and Point Comfort Road areas to the inventory, but additional modeling and master planning efforts have not been undertaken. The Town desires to ultimately develop a complete, up-to-date inventory of the island's storm water infrastructure, hydrologic and water quality models, and watershed plans for each of the island's major watersheds.

### **Project Description**

The Town desires to review and enhance its existing storm water inventory and create storm water models in order to develop watershed planning documents for the major subbasins on Hilton Head Island. Ideally, the Consultant will build upon the Town's existing inventory database and develop modeling tools that may be easily maintained and used by staff and the design community. The inventory and modeling tools will be used to develop watershed plans that detail operations and maintenance procedures for drainage infrastructure facilities and identify projects that can improve the Town's level of service regarding flood control and water quality.

This project is intended to include watersheds depicted in the exhibit below, containing parts of the Palmetto Hall and Mitchellville communities. This project is intended to include watersheds in Palmetto Hall (812 ac), Mitchellville area (370 ac) and surrounding hospital /school area (135 ac).



Anticipated scope of services may include, but are not limited to the following:

**Public Meeting**

- Attend public meeting with surrounding community to learn from existing flooding concerns and comments and to confirm study limits

**Storm Water Inventory**

- Review of existing inventory data
- Identify missing gaps in inventory during field investigations
- Attribute data collection of storm water structures and drainage features
- Photographic catalog of all outfalls and control structures
- Maintenance needs assessment of existing storm drainage infrastructure

**Modeling**

- Model development using XP-SWMM
- H&H modeling on series of storm events, considering tidal influences, fully dynamic routings
- Water quality modeling that meets DHEC Recreational swimmable/fishable standards
- Model calibration
- Procedures manual and training of staff on use and maintenance of models
- Local/riverine floodplain mapping
- Modeling output that is compatible with Town's GIS system for producing maps

**Watershed Management Plan**

- Use inventory and modeling data to develop watershed management plan
- Identify and prioritize flooding and water quality problems
- Recommend cost-effective solutions that will improve Town's level of service for identified flooding and water quality problems

**Submission Requirements**

All responses shall be mailed or hand delivered in sealed envelopes, identified as "STORM WATER INVENTORY AND MODELING RFQ 2018-0014", to Storm Water Manager/Assistant Town Engineer, Jeff Netzinger on or before the deadline indicated above. Responses received after this deadline shall not be considered.

The Town of Hilton Head Island, by way of this RFQ, does not commit itself to award a contract or pay any costs incurred in the preparation of your response. The Town further reserves the right to accept or reject any or all responses received, to negotiate with all qualified firms, and to cancel the entire RFQ solicitation.

The responses and all information submitted shall be treated as privy information until a contract is awarded.

Information concerning this request for qualifications may be obtained from Jeff Netzinger, Town

Engineer, One Town Center Court, Hilton Head Island, SC 29928, [jeffn@hiltonheadislandsc.gov](mailto:jeffn@hiltonheadislandsc.gov) or by calling (843) 341-4775.

### **Response Format**

Responses are to be self-explanatory and designed in a manner to provide the Town with a straightforward presentation of the firm's capabilities and qualifications. Elaborate brochures and other promotional type materials are not desirable. The firm is encouraged to submit, any additional information pertinent to the project. **The format shall address and explain in detail, the response to each requirement of the RFQ.**

The **Statement of Qualifications** shall be formatted as follows:

- Section 1            General background and resources;
- Section 2            Experience on similar projects (include client references);
- Section 3            Organization of Project Team / qualifications of personnel and sub-consultants;
- Section 4            Outline of a proposed project strategy and schedule, including a summary of current workload;
- Section 5            Description of project resources, also include unique qualifications and methodologies;
- Section 6            List of litigation history of the firm for the past 5 years;
- Section 7            Any additional relevant information.

### **Minimum Qualifications Required**

Firms shall demonstrate that they meet the following minimum qualifications for this project. Preferred firms will show experience in similar scope of projects from the past five years. Firms not meeting these requirements shall not be considered for this project. Each key team member shall supply a resume of their personal qualifications and list their similar prior experience in the RFQ submittal. The minimum qualifications are:

- Identification of the person who will be the overall project manager and the Town's direct point of contact.
- Identification of the Professional Engineer who is registered in South Carolina and will certify the project deliverables.
- Identification of the person(s) responsible for the field work, name, title, base of operation.
- Recent similar asset inventory experience, including projects of similar scope and client references.
- Resumes and relevant work experience of key individuals and technical support personnel who will work on this project.

- A minimum of three references from similar projects, including each client's project manager, with telephone number and e-mail address. Include a description of the project objectives and size, scope of work, dates, contract amounts, and lessons learned.
- A statement of the firm's knowledge and experience with field mapping/surveying, asset data management, and GPS/GIS hardware and software, a minimum of 5 years experience with ESRI and GPS products is required.
- Evidence of capabilities for cost-effective project scheduling and implementation and assurance that specifications and schedules will be met.
- **Project Team:** Provide an organizational chart identifying those who would be assigned to this project (including sub-consultants) and detailed background information or professional resume of each team member. The necessary disciplines / minimum requirements for the project team shall include a Principal in Charge, Project Manager (SC PE) with at least 10 years experience on similar projects, storm water engineer responsible for H&H modeling with at least 5 years experience on similar projects, water quality modeler with at least 5 years experience on similar projects, GIS Manager 10 years experience on similar projects, GIS analyst with at least 5 years experience on similar projects, Inventory Crew Leader with at least 5 years experience on similar projects, and the following MUST be included for each team member:
  - Title
  - Roles and responsibilities on this project
  - Education
  - Experience (include years with current firm)
  - Professional registrations and certifications, listing applicable state(s)
  - Office location
  - Role in past projects of this type
  - Hourly billing rate on this project
  - (The project manager must be a professional engineer licensed to practice in South Carolina);
  - **Reserves:** Description of available backup personnel, resources and their office location.
  - **Sub-consultants:** The name of any firm(s) that will be providing sub-consulting services to your firm. Also include the services they will provide, their office location, project experience and personnel experience.
  - **Resources:** In addition to the personnel assigned to the project, describe the project specific resources your firm would employ to accomplish the given objectives of the project
  - **Work Plan:** Describe the strategy your firm would employ to accomplish the given objectives of the project. Explain the roles of the team members, procedures and methodologies to be used and any other relevant information regarding the actual work.
  - **Schedule and Workload Projections:** Although the full scope is not yet defined, based

on modeling efforts up to 15" pipes or an average sub-basin size ranging from 5 to 10 acres, provide a generic, task based schedule for the work based on the number of sub-watersheds. This may be based on unit rates of anticipated progress. Provide current and anticipated workload of the project team (please show in tabular format with each team member's anticipated obligations depicted over the life of the project).

### **Evaluation Factors**

All qualified responses shall be reviewed and evaluated by a selection committee of Town Staff. Those firms determined to be most susceptible for award may be required to provide an oral presentation of their qualifications to the selection committee. The firm's statement of qualifications will be evaluated using the rating criteria reflected below.

- 30 points: Experience with similar projects
- 30 points: Qualifications/abilities/experience of personnel – specifically considering successful implementation of previously completed projects of similar scope and current and projected workload of project team (available resources).
- 20 points: Work plan strategy and demonstrated understanding of the project intent
- 20 points: Local knowledge and base of operations for project team

### **Award of a Contract**

After all statements of qualifications have been reviewed and rated and any requested presentations have been completed, the selection committee will forward their evaluation results to the Town Manager for his review. The Town Manager will authorize staff to enter into negotiations with the most qualified respondent. The selected firm will be given written notification of being selected by the Town. This work may be awarded in whole or in part at the sole discretion of the Town. The Town will negotiate and execute a contract with the selected firm prior to beginning actual services. Should contract negotiations fail, the Town will negotiate with the next most qualified firms. The contract will comply with applicable laws and standard provisions and in general contain the following terms:

- Detailed scope of services;
- Schedule for providing services;
- Fee schedule itemized by tasks;
- Not-to-exceed contract amount.

The Town and firm may mutually agree to amend the contract to include additional consulting services, which are desired by the Town, required by unforeseen circumstances, or as necessary to complete the project. The Town and firm may mutually agree to amend the contract for additional services associated with the initial projects or to add other watersheds as new projects. The selected firm will not have exclusive rights to provide services for the project. Should efforts to negotiate a fair and reasonable fee with the most qualified respondent fail, the Town will begin the process with the next most qualified firm. Once contract negotiations have been successfully concluded, a contract will be awarded.

The Town reserves the right to reject any and all responses received; and, in all cases, the Town will be the sole judge as to whether your response has, or has not, satisfactorily met the requirements of this RFQ.

**Presentations**

After review of the responses, the Town, at its sole discretion, may request oral presentations, including an opportunity to clarify any items of question through mutual understanding.

**Governing Law**

The firm must comply with the laws of the State of South Carolina and the ordinances of the Town of Hilton Head Island, South Carolina. The Consultant and sub-consultants are required to possess a current Town of Hilton Head Island Business License.

**Affirmative Action**

The firm shall take affirmative action in complying with all state and federal requirements concerning fair employment, and the treatment of all employees, without regard to, or discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

**Insurance**

The firm shall maintain, throughout the performance of its obligations, a policy of Worker's Compensation insurance with such limits as may be required by law. It shall also maintain a policy or policies of general liability insurance insuring against liability for injury and death of persons, and damage and destruction of property. Such general liability insurance shall have limits as required by city, county, state and federal standards.

**Indemnification**

The Town, its directors, agents, and employees shall be held harmless from liability from any claims, damages, and actions of any nature arising from the completion of the project, provided that such liability is not attributable to negligence of the part of the Town.

## SAMPLE AGREEMENT

STATE OF SOUTH CAROLINA                    )  
  )  
COUNTY OF BEAUFORT                        )

### SAMPLE AGREEMENT

**THIS AGREEMENT** is made this <<Date>> between <<Company Name>> ( hereinafter called "Contractor") and the Town of Hilton Head Island (hereinafter called "Town"), a municipal corporation organized and existing under the laws of the State of South Carolina.

**WHEREAS**, the Town has a requirement to <<list service or supply>>;

**WHEREAS**, the Town and the Contractor desire to enter into an Agreement wherein the Contractor shall provide such services as set forth herein below.

**NOW, THEREFORE**, for and in consideration of the mutual promises, undertakings and covenants set forth herein, the receipt and sufficiency of which is acknowledged and affirmed by the Town and the Contractor, the parties hereto agree as follows:

1. The Contractor shall <<list task or services to be provided>>.
2. The total cost of this contract shall not exceed <<List total cost>>.
3. The term of this Agreement shall be from the date of execution to <<date>>.
4. The contractor is required to maintain appropriate levels of insurance for both workers compensation coverage and for auto liability. The Contractor is required to maintain One Million dollars of general liability insurance. The contractor must provide the Town with a Certificate of Workers Compensation and general liability coverage that names the Town as an additional insured. The contractor is required to immediately contact the Town should any change to these policies occur during the course of the performance of this contract. Failure to maintain these policies is grounds for termination.
5. The Town Manager may terminate this contract in whole or in part at any time for the convenience of the Town. If the contract is terminated for the convenience, the Town will pay the contractor for costs incurred to that date of termination.
6. Should any part of this Agreement be rendered void, invalid, or unenforceable by any court of law, such a determination shall not render void, invalid, or unenforceable any other part of this Agreement.
7. This Agreement has been made and entered into in the State of South Carolina, and the laws of South Carolina shall govern the validity and interpretation of this Agreement in the performance due hereunder.
8. This Agreement may not be modified unless such modification is in writing and signed by both parties.

9. The Contractor may not assign this contract without the prior written approval of the Town.
10. The Contractor shall defend, indemnify, and hold harmless the Town, its officers, directors, agents, and employees from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorney's fees, whether incurred prior to the institution of litigation, during litigation, or on appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town.
11. The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by this Agreement. Nothing contained herein creates any relationship between the Town and the Contractor other than that which is expressly stated herein. The Town is interested only in the results to be achieved under this Agreement, and the conduct and control of the agents and employees of the Contractor and the methods utilized by the Contractor in fulfilling its obligations hereunder shall lie solely and exclusively with the Contractor and its agents and employees shall not be considered agents or employees of the Town for any purpose. No person employed by the Contractor shall have any benefits, status, or right of employment with the Town.
12. The Contractor, by signing this Contract, hereby certifies that Contractor shall comply with all applicable requirements of the South Carolina Illegal Immigration Reform Act, S.C. Code Ann. §41-8-10 (2007) et seq., (the "Act"), and that Contractor covenants and agrees as follows:

12.1. Contractor shall not knowingly or intentionally employ any unauthorized alien and, unless excluded from coverage of the "Act", shall verify the work authorization of newly hired employees performing work under the contract by either:

(a) registering and participating in the Federal Work Authorization Program (E-verify) and verifying the work authorization of every new hired employee within five (5) business days after employing employee; or

(b) employing only workers who, at the time of said employment:

1. possess a valid South Carolina driver's license or identification card; or

2. are eligible to obtain a South Carolina driver's license or identification card by providing proof of name, social security number and date and place of birth; or

3. possess a valid driver's license or identification card from another state deemed by the Executive Director Department of Motor Vehicles to have requirements at least as strict as those in South Carolina.

Contractor may choose either option 12.1 (a) or option 12.1 (b) but acknowledges that Contractor cannot use both.

12.2. Contractor agrees to provide to the Town all documentation requested by it to establish either:

(a) the applicability of the South Carolina Illegal Immigration Reform Act to Contractor; or

(b) compliance with the South Carolina Illegal Immigration Reform Act by Contractor.

12.3. Contractor agrees to include in any contracts with its sub-contractors language requiring its sub-contractors to:

(a) comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws; and

(b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws.

12.4. Contractor acknowledges and agrees that it shall comply with requirements of the Immigration Reform and Control Act of 1986 including the non-discrimination provisions thereof, and shall complete all required I-9 documentation for all workers employed by it.

12.5. Contractor certifies it shall comply with all state, federal, and local laws, rules, regulations and orders applicable to it in performance of work under the contract.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures hereto the date first written hereinabove.

**WITNESSES:**

**<< CONTRACTOR'S FULL NAME>>**

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

Its: \_\_\_\_\_

**WITNESSES:**

**TOWN OF HILTON HEAD ISLAND**

\_\_\_\_\_

By: \_\_\_\_\_

Scott Liggett, P.E.

\_\_\_\_\_

Its: Director of Public Projects and Facilities  
/ Chief Engineer